

Online Voting & Virtual Meeting User Guide

Happy meeting!

condovoter

support@condovoter.com | condovoter.com
Electronic voting and virtual meeting solutions

Welcome!

Your virtual meeting will be hosted by CondoVoter using the Zoom webinar platform. Attendees will NOT be visible but will be able to speak at specific times in the meeting as directed by the Chair.

You must register for the virtual meeting to receive the meeting invitation with the link to join the meeting.

You can register for the virtual meeting **at any time up until the start of the meeting.**

Registering for the Virtual Meeting

1. To register, click on the **Register** button within [the email received from CondoVoter](#).



2. A separate browser page will open, taking you to the [Meeting Registration page](#).

3. Verify that your [Name](#) and [Unit Number](#) are correct and click **Confirm**.



Please **do not share or forward emails** received from CondoVoter. Doing so may compromise the integrity of your vote and prevent you from voting.

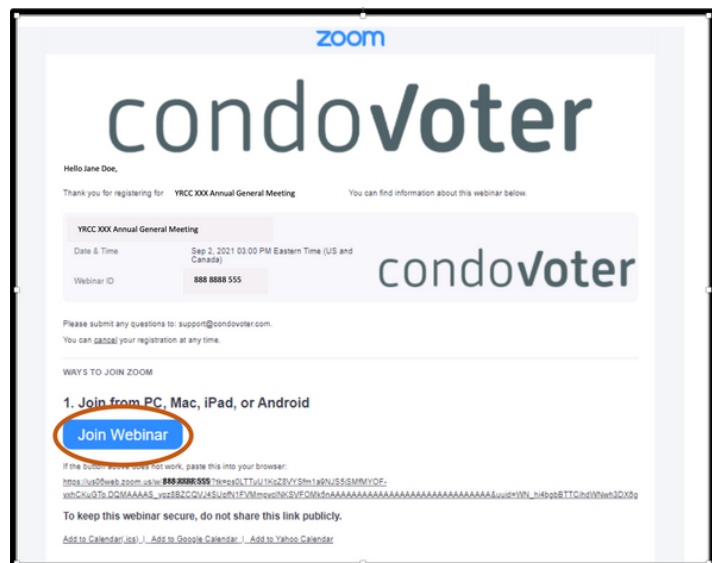
Attending the Virtual Meeting

Option 1: Attend by computer, laptop, tablet, or mobile

1. Once registered, you will receive a **confirmation email from no-reply@zoom.com** with a link to join the virtual meeting.

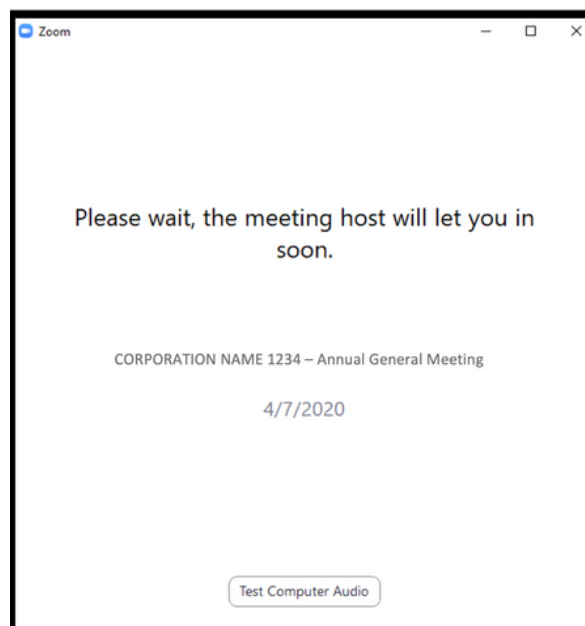
2. From that confirmation email, click the **Join Webinar** button to access your virtual meeting on the meeting date.

Sample Confirmation of Registration Email



3. You will be directed to the **Virtual Waiting Room** until the virtual meeting commences.

Virtual Waiting Room



Attending the Virtual Meeting

Option 2: Dialing-In by Phone

If you would like to have your attendance count towards quorum, please submit your electronic vote through the CondoVoter voting link sent via email before the meeting.

If you plan to attend the virtual meeting via telephone, you do not need to register in advance.

- From Canada, dial (Toll-free) +1-855 703 8985 or one of the following numbers (toll call): +1 204 272 7920, +1 438 809 7799, +1 587 328 1099, +1 647 374 4685, +1 647 558 0588, +1 778 907 2071
- From the United States, dial one of the following numbers: (Toll-free) 877 853 5247, (Toll-free) 888 788 0099
- Not in Canada or the United States? Check out this link to find the relevant country number: <https://zoom.us/zoomconference>
- Following the prompt, enter the 11-digit meeting Webinar ID, followed by #. (Please obtain your webinar ID from management. The webinar ID is unique for each meeting)
- If the meeting has not started yet and “join before host” is not enabled, ignore the prompt to enter the host key and just press # to wait for the meeting to start.
- You may also be prompted to enter a unique participant ID. Attendees can press # to skip this step as well.

Once you've joined the meeting, the CondoVoter Moderator will provide you with detailed instructions and support on how you can participate in questions, motions, and voting at the meeting.

How To Participate by Phone

Attendees that dial into the meeting will be able to participate by using the phone's dial pad:

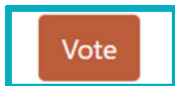
- *9 to virtually raise your hand (your CondoVoter Moderator will see your virtual hand raised)
- Upon raising your hand, your CondoVoter Moderator will state the last three (3) digits of your phone number to let you know it's your turn to ask your question or state your comment. You will then be prompted by the Moderator to unmute yourself by pressing *6

Online Voting User Guide

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Access your ballot

- To access your ballot, click the Vote Now, Vote/Register or [Vote button](#) located in the email received from CondoVoter.



- After clicking on the Vote button from within the email, a new browser page will open with your [unique voting ballot](#).

Sample Ballot

Review your voting unit(s)

- Your assigned [voting unit\(s\)](#) will appear at the top of your ballot.
- Please review this information to [ensure it is accurate](#).

Contact your management if there are any issues or discrepancies.

View ballot information

- All items you are eligible to vote on will be listed on your ballot.
- To view more detailed information regarding each voting item, click the link underneath the relevant item on your ballot (if applicable). This will open a new tab.
- To return to your ballot, close the tab.

Place your Vote(s)

Elections / Candidates:

- To place your vote, [select the checkmark](#) next to a candidate's name. The checkmark will appear **green**.
- The number of open positions will determine the number of candidates you can select. You can select up to as many candidates as there are number of open positions.
- To **remove** a selected candidate, re-click the green checkmark next to the candidate's name.

condovoter Voting

Community Name 123
Meeting Date and Time: January 06, 2026 7:00 PM
You are voting on behalf of unit(s): 14

1 Vote - Election 1 2 Vote - For/Against 3 Review/Submit

1. Please vote for one candidate:
You can place your vote(s) by selecting the checkmark(s) next to the candidate's name of your choice. For more information about each candidate, click "View Candidate Profile".

Betty Ballots
View Candidate Profile ✓

Candidate Carl
View Candidate Profile ✓

Victor Voter
View Candidate Profile ✓

NEXT >

2

For / Against Votes:

Some votes, such as by-laws, rules, or removals, will require you to either vote FOR or AGAINST the proposed item.

- Select **FOR** or **AGAINST** to place your vote next to the item. FOR votes will display green with a checkmark, while "against" votes will display red with an "X".
- To remove a for/against the vote, re-click your latest selection.

condovoter Voting

Community Name 123
Meeting Date and Time: January 06, 2026 7:00 PM
You are voting on behalf of unit(s): 14

1 Vote - Election 1 2 Vote - For/Against 3 Review/Submit

2. Please vote on the following:
You can place your vote(s) by selecting the For or Against buttons next to each voting item. For more information about each voting item, click "View Document".

Electronic Owners Meetings and Electronic Voting By-Law
View Document

FOR ✓ AGAINST X

< PREVIOUS NEXT >

Review, Acknowledge, and Submit

- You will be able to **review** your selections before submitting your ballot.
- If you want to **change** one of your selections, click the **pencil icon**.
- You must also **acknowledge** that you are an eligible voter to submit your ballot.
- Once you have reviewed your selections and have checked the **acknowledgement box**, click **Submit**.

condovoter Voting

Community Name 123
Meeting Date and Time: January 06, 2026 7:00 PM
You are voting on behalf of unit(s): 14

1 Vote - Election 1
2 Vote - For/Against
3 Review/Submit

Ballot Review
Please review your voting selection(s) before submitting your electronic ballot. Your vote(s) can be changed by clicking the pencil icon next to each voting item.

Vote - Election 1
Candidate Carl

Vote - For/Against:
Electronic Owners Meetings and Electronic Voting By-Law: For

Affirmation
 I acknowledge that I submit my electronic ballot on behalf of unit(s) 14 of Community Name 123.

< PREVIOUS SUBMIT

Confirmation

- A confirmation page will appear once you have successfully submitted your ballot. The confirmation page will show the date and time your ballot was submitted.
- You will also receive an email confirming your ballot submission. Depending on your community's by-laws you can change your vote at any time until the voting closes, either by accessing your ballot through the link in the confirmation email or by repeating **Step 1**

Frequently Asked Questions

- **Are my votes confidential?**

All online votes are cast through a secret ballot, meaning no one else can see how you have voted. All voting information is private and secure - you can rest assured that your voting information is kept 100% anonymous and confidential.

- **How do I know if my vote has been successfully submitted?**

Once you cast your online vote, you will be directed to a confirmation page. You will also receive an email confirmation of your vote submission. Your vote confirmation email will list all votes that have been successfully submitted.

- **Can I change my vote?**

Depending on your communities' by-laws, you can change your vote until the voting period has been closed. To change your vote, access your online ballot through your vote link, and re-submit your vote. Your vote link can be located in any voting email previously received, as well as your vote confirmation email.

- **What if I own multiple units?**

As long as your email address is on file for multiple units in the corporation/association, you can vote for all your owned units. Votes are weighted accordingly, and you will see each unit you are voting on behalf of at the top of your online ballot.

- **Can multiple owners of a unit vote?**

As long as all co-owners have an email address on file, you will each receive your vote link by email and be able to vote online. Of course, each unit only represents one vote, and multiple owners do not add extra votes to the unit. All co-owners will receive the same voting confirmation email when a vote has been cast or changed. The last vote that is submitted will always be the vote that is tabulated in the final results.

- **What happens if I share my vote link with someone else?**

Your vote link is unique to the voting unit(s) that you are assigned to. If you distribute your link to another individual, they will have access to vote on behalf of your assigned unit(s). The email address associated with your unit will receive the confirmation email once a ballot has been submitted.

- **How do I abstain from voting?**

There are two ways you can abstain from voting. The first way is to not cast your vote on the electronic ballot provided by CondoVoter. The alternative way is to "Vote for Quorum" if this option is available, which is like saying you're abstaining from voting but want to help your corporation meet the quorum requirements so they can still conduct the meeting.

- **Can I vote for quorum only?**

Of course, we provide a vote-for-quorum option on all voting ballots. When viewing your unique electronic ballot, you will see the option to checkmark beside vote for quorum. Once you click the checkmark next to vote for quorum, click the acknowledgment box and then submit; your vote has now counted towards the quorum of the meeting.